



DONALD L. WOLFE, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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May 29, 2007

IN REPLY PLEASE

REFER TO FILE: **PJ-1**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ALLEN J. MARTIN PARK
NEW COMMUNITY BUILDING AND
GENERAL PARK IMPROVEMENTS
APPROVE TOTAL PROJECT BUDGET
SPECS. 6826; C.P. 69473
SUPERVISORIAL DISTRICT 1
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND
THE DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Find that this project is categorically exempt under the California Environmental Quality Act.
2. Approve the total project budget of \$2,388,000, and authorize the Director of Public Works to carry out the project.
3. Authorize Internal Services Department to issue a Purchase Order for the procurement and installation of new modular buildings and associated site improvements for an estimated fee of \$1,050,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Allen J. Martin Park is a 6.9-acre local park in unincorporated County area near La Puente. The park site is currently developed with a recreation building, public restroom, ballfield, basketball court, play area, picnic areas, and two parking lots.

The project will include the procurement and installation of a new prefabricated 3,300-square-foot community building and 760-square-foot concession building using an Internal Services Department Purchase Order Contract with Design Space Modular Buildings, an agreement vendor. The vendor will provide permitted plans for the modular buildings (including foundations), new Americans with Disabilities Act-accessible walkways for the buildings, and all required utility connections. In addition, the exterior of the existing recreation building will be plastered and painted, one of the existing parking lots will be refurbished, the existing trash enclosure will be reconstructed, and the park irrigation system will be modified using a Job Order Contract.

Due to the technical nature of the project, the use of at-risk youth employment is not feasible.

Implementation of Strategic Plan Goals

These actions meet the County Strategic Plan Goals of Fiscal Responsibility and Children and Families' Well-Being as the project is an investment in public infrastructure and will provide enhanced recreational opportunities that will assure good health, education, workforce readiness, and social and emotional well-being for children and families.

FISCAL IMPACT/FINANCING

The total project cost, including plans and specifications, plan check, construction, purchase order, equipment/utility connection fees, consultant services, civic art, miscellaneous expenditures, and County services, is currently estimated at \$2,388,000. The Project Schedule and Budget Summary are included in the enclosure.

The Fiscal Year 2006-07 Capital Project Budget (C.P. 69561) currently includes \$1,747,000 in appropriation for the project. On April 17, 2007, your Board approved the proposed Fiscal Year 2007-08 Capital Project Budget, which allocated an additional \$641,000 to fully fund the project. The project will be funded with \$1,690,000 in State Proposition 12 per Capita Grant funds and \$698,000 of First District Capital Project net County Cost funds.

Operating Budget Impact

Based on the project description and current salary and benefits rates, Parks and Recreation anticipates a one-time start-up cost of \$40,000 to equip and furnish the new buildings. In addition, Parks and Recreation anticipates an additional increase of \$107,000 in annual ongoing operating costs for staff maintenance, recreation supplies, and utilities.

Parks and Recreation will work with the Chief Administrative Office to determine the appropriate operating requirements and available funding and will request funding for the one-time and ongoing costs in its Fiscal Year 2007-08 Final Changes Request. Based on the current project schedule, the one-time start-up and ongoing operating costs will be incurred sometime in mid-Fiscal Year 2007-08.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The total project cost includes a \$24,000 allocation to the Civic Art Fund per your Board's Civic Art Policy adopted on December 7, 2004.

This project is not subject to the Countywide Energy and Environmental Policy adopted by your Board on January 16, 2007, since it was authorized and funded prior to February 15, 2007, and involves the procurement of prefabricated modular buildings, each less than 10,000 gross square feet in size.

ENVIRONMENTAL DOCUMENTATION

The proposed project is categorically exempt under the California Environmental Quality Act Guidelines in accordance with Article 19, Sections 15301 (l) (4); 15303 (c), (d), and (e); 15304 (b); and 15332; and under Class 1 (h) (4); Class 3 (a), (b), and (d); and Class 4 (c) of the County of Los Angeles Environmental Procedures and Guidelines adopted by your Board on November 17, 1987, because the project will involve construction of limited small facilities or structures and associated utility extensions within an existing developed park facility.

CONTRACTING PROCESS

The fabrication and installation of the modular buildings and associated site improvements will be procured using a Purchase Order Contract through Internal Services Department.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will have no impact on current County services or projects. The park facility will remain open to the public during construction of the proposed improvements.

The Honorable Board of Supervisors
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CONCLUSION

Please return an adopted copy of this letter to the Chief Administrative Office (Capital Projects Division), Parks and Recreation, and Public Works.

Respectfully submitted,

DONALD L. WOLFE
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

RUSS GUINEY
Director of Parks and Recreation

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Enc.

cc: County Counsel
Internal Services Department (Paul Vagnozzi)
Office of Affirmative Action Compliance
Department of Public Social Services (GAIN/GROW Program)

May 29, 2007

ENCLOSURE

**ALLEN J. MARTIN PARK
NEW COMMUNITY BUILDING AND
GENERAL PARK IMPROVEMENTS
APPROVE TOTAL PROJECT BUDGET
SPECS. 6826; C.P. 69473**

I. PROJECT SCHEDULE

| Project Activity | Scheduled Completion Date |
|-----------------------------|----------------------------------|
| Purchase Order | 07/02/07 |
| Plans and Specifications | 07/12/07 |
| Modular Building Submittals | 07/31/07 |
| Jurisdictional Approvals | 08/16/07 |
| Substantial Completion | 12/31/07 |
| Acceptance | 02/28/08 |

II. PROJECT BUDGET SUMMARY

| Budget Category | Proposed Project Budget |
|--------------------------------------|--------------------------------|
| Land Acquisition | \$ 0 |
| Job Order Contract | \$ 350,000 |
| Purchase Order | 1,050,000 |
| Contingency | 210,000 |
| Subtotal | <u>\$1,610,000</u> |
| Equipment/Utilities Connection Fees | \$ 136,800 |
| Plans and Specifications | \$ 168,385 |
| Consultant Services | \$ 105,945 |
| Jurisdictional Review and Plan Check | \$ 12,500 |
| Miscellaneous Expenditures | \$ 12,500 |
| County Services | \$ 317,870 |
| Civic Art | \$ 24,000 |
| TOTAL | \$2,388,000 |